

1. SOPA Succession.

- a. **Seniority of Homeported Cutters.** The below list shows the order of seniority, from most senior to junior, of cutters homeported at PNSY. The most senior cutter inport shall assume responsibility for the execution of all SOPA duties.

USCGC TAHOMA (WMEC-908)
USCGC CAMPBELL (WMEC-909)
USCGC RELIANCE (WMEC-615)

- b. **Senior Visiting Cutters.** In the event that a visiting cutter has the senior officer embarked, the homeported SOPA shall fly the ZERO flag in lieu of the SOPA pennant and shall be responsible for all SOPA duties as outlined in these instructions.

2. Colors.

- a. **General Procedures.** Colors shall be conducted in accordance with NTP-13 (series) paragraphs 1305 and 1703. Five minutes before colors, SOPA shall sound "Attention" on the boatswains pipe and announce first call to colors. SOPA will close up the Prep pennant on the starboard outboard yardarm. At the prescribed time for colors, SOPA will sound "Attention" on the boatswain pipe or one blast on a police whistle to indicate attention to colors and the Prep pennant lowered to the dip. Topside personnel will come to attention. SOPA shall then sound "Blank," or two blasts on the police whistle, and all topside personnel shall salute. The National Ensign and Union Jack are closed up, hauled down or half-masted as appropriate. After colors are closed up/hailed down, SOPA will sound "Carry On" on the boatswain pipe or three blasts on the police whistle to indicate "ready-to/carry on." The Prep pennant is then hauled down. All signals are passed over the 1MC. All units shall follow SOPA's lead for colors. SOPA shall ensure that a monthly schedule of sunrise and sunset times is promulgated and provided to all inport cutters.
- b. **Memorial Day Colors.** On Memorial Day when a gun salute is not used, SOPA shall execute first call and raise the Prep pennant at 1215. SOPA shall execute the prescribed procedures for colors at 1220, signifying the end of a gun salute, and close up the National Ensign and Union Jack.

3. Use of Flags and Pennants.

- a. **Types Authorized.** The size and display of all flags and pennants shall be in accordance with NTP-13 (series) and Chapter 14 of Coast Guard Regulations. Any non-standard flags (i.e. state flags or organizational flags) shall be cleared through SOPA before display. The Coast Guard Auxiliary flag may be displayed on the inner most halyard when Auxliarists are aboard for a function or standing duty.
- b. **Dressing Ship.** Full dressing ship is a maritime tradition that will be followed in accordance with applicable instructions on the prescribed dates.

4. Line Handlers. SOPA shall coordinate the provision of line handlers for all arriving and departing cutters. Four line handlers shall be provided to WMECs, WLBs and WLMs. Two line handlers shall be provided to all cutters less than 175 feet in length. Line handlers shall be on station 15 minutes prior to the ETA or ETD for the cutter requiring the service. The senior line handler shall ensure that all detail members are wearing life jackets and hard hats. Line handlers shall execute their duties smartly and with due regard for the safety of both themselves and the cutter at all times.
5. Parking.
 - a. **Short-Term**. While cutters are inport, daily parking for private and cutter-owned vehicles is authorized in the following locations (see Figure 1 for map):
 - (1) On Wharf 7A along the west face of Building 171;
 - (2) Between Building 171 and the park adjacent to Wharf 7B;
 - (3) On the road along the east face of the park adjacent to Wharf 7B;
 - (4) The parking lot east of Building 171 (area "A" in figure 1).
 - b. **Long-Term**. While cutters are deployed, members shall use the gravel parking lot (area "B" in figure 1) east of parking lot "A". During patrols that span the winter months (e.g. November through March), members are encouraged to leave their vehicles at home to facilitate snow removal from the parking lot. Frequent snowstorms in Kittery result in accumulation on base that can be difficult to manage, producing the unwanted effect of limiting available parking. If the long-term lot is the only option, members must be prepared to shovel the snow that will be plowed around their vehicles.

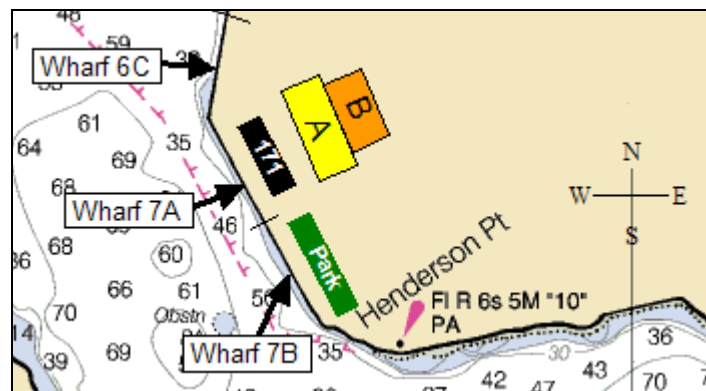


Figure 1

- c. **Vendors & Contractors**. Vehicles owned by contractors and vendors providing services and making deliveries to inport cutters are permitted to park along the wharfs, but a clear fire lane shall be maintained. If a fire lane cannot be maintained, then cutter OODs shall ensure that vendors and contractors will be readily available to move their vehicles from the wharf as the need arises.
6. Ship Movements. Cutters shall ensure that LOGREQ's are submitted at least 72 hours prior to arrival/departure at PNSY. Cutters shall be sure to include the following units on all LOGREQ's: all cutters homeported at PNSY, MAT Kittery, Station Portsmouth Harbor and PNSY (opw). SOPA will ensure that linehandlers are provided as discussed above. In the

event that no cutters are inport upon a cutter's arrival/departure, the cutter shall request that PNSY provide linehandlers.

7. Trash Disposal. PNSY has an active recycling and refuse disposition program. Throughout the base there are separate containers for different types of refuse. Inport cutters and MAT Kittery shall use these containers to the greatest extent practicable. These containers are color-coded and marked for use as follows:

- Red - burnable waste
- Brown - wood
- Purple - NOFORN material
- Blue - cardboard
- Gray - metal
- Yellow - sandblast grit and silica sand
- Black - non-burnable materials
- Orange- empty paint cans

8. Wharf Cleanliness. Cutter COs and cutter OinCs are responsible for the overall cleanliness of the wharfs in the vicinity of their vessels. Trash shall not accumulate on the wharfs and "clutter" of items for on load or offload shall be minimized to the greatest extent practicable. A fire lane shall be maintained at all times. Cutters departing for deployment shall be particularly vigilant not to leave gear or trash on the wharf for any reason. When wharf 7A is unoccupied MAT Kittery shall assume responsibility for the cleanliness of the wharf and adjacent picnic area.
9. Ammunition Handling. The following table summarizes the limits and requirements that cutters must adhere when on loading or offloading ammunition at PNSY cutter moorings:

Wharf	Ammo Type Authorized for Movement	Net Explosive Weight (NEW) Limit
6C	<ul style="list-style-type: none">➤ 1.2 Hazard Class (High Explosive)➤ 1.3 Hazard Class➤ 1.4 Hazard Class	<ul style="list-style-type: none">➤ 40 pounds➤ 1000 pounds➤ 1000 pounds
7A	<ul style="list-style-type: none">➤ 1.2 Hazard Class (High Explosive)➤ 1.3 Hazard Class➤ 1.4 Hazard Class	<ul style="list-style-type: none">➤ 40 pounds➤ 1000 pounds➤ 1000 pounds
7B	<ul style="list-style-type: none">➤ 1.2 Hazard Class (High Explosive)➤ 1.3 Hazard Class➤ 1.4 Hazard Class	<ul style="list-style-type: none">➤ 40 pounds➤ 1000 pounds➤ 1000 pounds

Cutters shall ensure that the PNSY Gunnery division is informed of all ammunition on/off loads and authorization is obtained. Waivers from these limits are not authorized. Should a cutter have an exigent need to request a waiver from these limits, they shall pursue this need through LANTAREA (Aofc) and (Aofc).

10. Personnel Reporting During Cutter Deployments. There may be occasions when the reporting dates for new personnel coincide with cutter underway periods. Unless other

arrangements have been made (e.g. reporting to another cutter, MAT Kittery, or Sta Portsmouth Harbor) all inbound personnel shall report to ISC Boston.

11. Personnel on Medical Hold. In the event that personnel enter a Not Fit For Full Duty (NFFD) status, causing them to miss all or part of their cutter's deployment, then the following procedures shall be taken to aid the member in their recovery and to make appropriate use of the services they may be able to provide.
 - a. **NFFD, Member Has Housing**. Member shall be given orders to ISC Boston, which may then release the member to CG units in the Kittery area if previous arrangements have been made. ISC Boston shall be responsible for effecting medical appointments with the cutter as applicable. Ideally, medical appointments should be arranged to occur near PNSY or the member's residence.
 - b. **NFFD, Member Requires Housing**. Member shall be given orders to ISC Boston, which shall be responsible for corresponding information concerning medical appointments with the cutter as applicable and assigning the member to appropriate duties.
12. Fueling/Special Evolutions. Cutters shall notify the respective OODs of each inport cutter in the event of fueling and/or conducting any special evolutions (e.g. drills, ammunition transfer, diving operations, etc). Cutter OODs shall ensure that the appropriate flags and/or pennants are hoisted throughout the duration of the evolution. In the event of a HAZMAT spill cutters shall immediately notify the PNSY Fire Department and Coast Guard National Response Center (CG NRC - 1 (800) 424 8802). The PNSY Fire Department will notify local response units as necessary.
13. Force Protection Conditions (FPCON). Cutters homeported at PNSY shall set Force Protection measures in accordance with District One guidance and reference (b). Modifications to reference (b) requirements must be cleared through the SOPA Command Security Officer.
14. Shipping and Receiving. Cutters shall ensure that all materials are picked up from Building 170 promptly, and in an efficient manner. Materials are not to be left at Shipping and Receiving for more than 48 hours during the workweek while cutters are inport. Unit Supply Officers shall ensure they make appropriate arrangements with Shipping and Receiving prior to getting underway, including, but not limited to, the approximate dates the cutter will be deployed. The following procedures shall be followed when picking up materials from Building 170:
 - a. At 1100 each day, call Joe (x2382) or Jo-Ellen (x5521) to determine what materials are on hand for your unit. Make arrangements to transport these materials from Building 170 to your unit, or to Building 166.
 - b. Between 1230 and 1300 each weekday, pick up all the materials on hand for your unit.
 - c. Only make one trip to Building 170 each day. If you cannot make it between 1230 and 1300, attempt to pick up what you can between 0800 and 0915.

d. Do not pick up packages or go to Building 170 between 0915 and 1100.

15. Mail. Cutters inport shall ensure that their ship's mail is picked up daily. All incoming mail shall be addressed as follows:

For Parcel Post:

Member's Name
USCGC XXXXXX (WMEC-XXX)
c/o Portsmouth Naval Shipyard
Code 515, Building 170
Portsmouth, NH 03804-5000

For FedEx/UPS:

Member's Name
USCGC XXXXXX (WMEC-XXX)
c/o Portsmouth Naval Shipyard
Building 170, 2nd Floor
Kittery, ME 03904-5000

16. Storage Areas in Building 166. Each cutter is responsible for ensuring the security and cleanliness of their designated storage space. All spaces shall remain locked when not in use and cutters shall ensure that their space is in an orderly manner prior to getting underway. No materials may be stored outside a cutter's designated area.
17. Common Areas. The MAT Kittery offices have a large common area that house a training room that is available for cutters to utilize. Cutters who wish to use the room as a training area must make arrangements with the Officer-in-Charge of the MAT Team at least one-week prior to the desired date.
18. Ship's Offices. Each ship is provided with an office in the MAT Kittery building. Cutters are responsible for ensuring that their offices are kept in a presentable manner.
19. Ship's Vehicles. Each ship is responsible for their own government vehicle. Vehicles should be kept clean and in good condition. Cutter OOD's should make arrangements with other OODs if the need arises to borrow another cutter's government vehicle. In the event that a vehicle is borrowed, the OOD shall ensure that the vehicle is clean and fueled up before returning it.
20. Inclement Weather. In the event of predicted inclement weather, weather messages predicting winds with 30+ knots, or at the OOD's discretion, cutters shall ensure that the following precautionary measures are taken:
- a. Ensure that all mooring lines are doubled and storm lines are put out.
 - a. Ensure that brows and brow stands are adequately tied off.
 - b. Properly secure all ships property on the pier.
 - c. Secure all topside gear.

21. Tug Services. Cutters should request the use of a tug assist in LOGREQ's for arrival at PNSY. When getting underway from PNSY, cutters should contact the PNSY pilot, Captain Ted Knowles, directly by one of the following:

Office phone: 207-438-1100
Beeper: 207-750-5223
Email: knowlesct@mail.ports.navy.mil

22. MWR Services. PNSY hosts a multitude of MWR services available to members and their dependents. Enclosure (2) contains a list of the facilities, their hours of operation, and phone numbers.
23. Other Services. For all other PNSY services during normal working hours, i.e. crane service, contact Mr. Dick Haley, at one of the following numbers:

Office phone: 207-438-3052
Beeper: 207-758-3380